



Natural Resources Conservation Service  
125 South State Street, Room 4402  
Salt Lake City, UT 84138-1100  
(801) 524-4550  
FAX (801) 524-4403

---

July 17, 2008

**UTAH BULLETIN NO. UT300-08-17**

**SUBJECT: CSP DELEGATION OF AUTHORITIES**

**Expiration Date:** December 1, 2008

**Purpose:** In accordance with 440-CPM, Part 518, Subpart B (CSP Manual), 518.10 this bulletin authorizes certain NRCS representatives to:

- obligate funds;
- disburse payments; and,
- act as Contracting Officer(s) for the Conservation Security Program (CSP).

This action will ensure compliance with internal controls, including separation of duties (see 512.30, below), related to contract approval and payment certification, and ensure compliance with GM120, Part 404, which states:

*“(a) The state conservationist is responsible for designating the contracting officer (CO) in situations where NRCS will contract directly with the land user. Whenever an area conservationist (AC) is designated as the CO, the state administrative officer (SAO) will spot check for contractual procedures and provide needed guidance and training on contracting.”*

**Separation of Duties, per CPC Manual, 512.30**

- 1) In assigning permissions, the State Conservationist will assure separation of duties for committing funds and approving payment applications in ProTracts and approving obligations and payments in the Financial Information System (FFIS). This requires at least two levels – the ProTracts contract commitment and payment request level (ProTracts Approving Official) and FFIS second-level review and approval level (typically an administrative level above the contract commitment and payment request level). Employees who are authorized to commit funds and approve payment applications in ProTracts will not have access to FFIS where contract obligations and payment is certified and approved. This designation of separate approving officials for ProTracts and FFIS constitutes the second- level of review. One person will not have approving authority access in both systems.
- 2) The FFIS second-level review is required for all CPCs. Second-level review is also required for all CPC modifications which increase obligations by more than \$1,000.

- 3) The FFIS second-level approver must meet the following minimum requirements:
  - (i) Completed the four-day Appropriations Law training course or
  - (ii) Certifying Officers training course.
- 4) The FFIS approver will review and validate the following:
  - (i) Participant and NRCS ProTracts Approving Officials signatures on the NRCS-CPA-1202 or NRCS-CPA-1156;
  - (ii) Signature authority;
  - (iii) Period of Performance, i.e., agreement is effective on the date signed by the NRCS Approving Official and extends through the indicated expiration date;
  - (iv) The dollar amount entered into FFIS is the same as the dollar amount indicated on the NRCS-CPA-1202 or NRCS-CPA-1156; and,
  - (v) Accounting information on obligating document; i.e., Program and Subaccount names appear on the NRCS-CPA-1202 or NRCS-CPA-1156.

**CSP Delegations of Authority**

**Authority to Obligate Funds**

Kerry Goodrich

**Authority to Disburse Payments**

Todd Nielson

Christene Staley

Corinne Jensen

**Authority to Approve Payment**

Travis Thomason

Jeff Schick

Jonathan Hardman

Brian Miller

Don Andrews

**Authority to Act as Contracting Officer**

Kerry Goodrich, Area I

Charles Frear, Area II

Barry Hamilton, Area III

**Contact:** Lisa Coverdale, Assistant State Conservationist-Programs, at 801-524-4565.

/S/

SYLVIA A. GILLEN

State Conservationist

Distribution: ASTC-FOs, Jeff Schick, Jonathan Hardman, Brian Miller, Don Andrews, Travis Thomason, Todd Nielson, Christene Staley, Corinne Jensen